

**IDAHO LICENSING BOARD OF PROFESSIONAL COUNSELORS AND  
MARRIAGE AND FAMILY THERAPISTS  
Bureau of Occupational Licenses  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063**

**Board Meeting Minutes of 6/6/2019**

**BOARD MEMBERS PRESENT:** Dennis M Baughman, LCPC - Chair  
Sandra Sweesy  
Steven I Lanzet, LCPC, LMFT  
Tami S Kammer, LMFT, LCPC  
Judith Crews, Ph.D.  
Piper Field, LMFT

**BUREAU STAFF:** Kelley Packer, Bureau Chief  
Dawn Hall, Deputy Bureau Chief  
Julie Eavenson, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Nicholas Krema, General Counsel  
Rob McQuade, Legal Counsel  
Pam Rebolo, Board Specialist

**OTHERS PRESENT:** Jillian Winters, Idaho Mental Health Counselors  
Association  
Gemma Utting, Idaho Association for Marriage and  
Family Therapy  
Susan Pennington, Idaho Association for Marriage  
and Family Therapy  
Darla Trent, Idaho Counseling Association  
Stephanie Alvarez, Idaho Association for Spiritual,  
Ethical, and Religious Values  
in Counseling

The meeting was called to order at 9:00 AM MDT by Dennis M Baughman, LCPC.

**APPROVAL OF MINUTES**

Ms. Field made a motion to approve the minutes of 2/7/19. It was seconded by Mr. Lanzet. Motion carried. Ms. Sweesy made a motion to approve the minutes of 2/22/19. It was seconded by Ms. Kammer. Motion carried.

**LEGISLATIVE REPORT**

Ms. Packer presented a legislative update. She explained the changes which will be made to the Board's applications and website for applicants who are active duty military, veterans, and their spouses as a result of H248 being signed into law. She updated the Board on the status of its administrative rules and the procedure by which those will remain in effect after June 30.

Mr. McQuade updated the Board on the Red Tape Reduction Act and the Bureau's process to review each Board's rules over the next two years.

## **FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$99,344.31 as of 4/30/19.

Ms. Hall reviewed the fee increase proposal for fiscal year 2020. Mr. Lanzet made a motion to accept Option 1. It was seconded by Ms. Kammer. Motion carried.

## **DISCIPLINE**

Mr. Nelson presented a memorandum regarding case number COU-2019-2. Mr. Lanzet made a motion to authorize closure in case number COU-2019-2 with an advisory letter. It was seconded by Dr. Crews. Motion carried.

Mr. Nelson presented a memorandum regarding case numbers COU-2019-7, COU-2019-8, COU-2019-9 and COU-2018-2. After discussion, the Board gave recommendations for appropriate discipline.

Mr. Nelson presented a Stipulation and Consent Order in case number COU-2019-3. Mr. Lanzet recused himself from discussion. Ms. Kammer made a motion to approve the Stipulation and Consent Order in case number COU-2019-3 and allow the Board Chair to sign on behalf of the Board. It was seconded by Ms. Field. Motion carried.

Mr. Nelson presented a Stipulation and Consent Order in case number COU-2019-5. Mr. Lanzet made a motion to approve the Stipulation and Consent Order in case COU-2019-5 and allow the Board Chair to sign on behalf of the Board. It was seconded by Ms. Field. Motion carried.

## **INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

## **FOR BOARD DETERMINATION**

Ms. Sweesy made a motion to approve the Bureau's recommendation and authorize closure in case numbers I-COU-2018-4, I-COU-2018-11, I-COU-2018-20, I-COU-2019-13, I-COU-2019-14, I-COU-2019-28 and I-COU-2019-29. It was seconded by Ms. Field. Motion carried.

Ms. Peel presented a request to reinstate the license and release from probation in case number COU-2017-18. Ms. Kammer made a motion to approve the request to reinstate the license and release the license from probation. It was seconded by Ms. Field. Motion carried.

Ms. Peel presented a Findings of Fact, Conclusions of Law and Final Order in case number COU-2019-12. Ms. Field made a motion to accept the Findings of Fact, Conclusions of Law and Final Order in case number COU-2019-12 and allow the Board Chair to sign on behalf of the Board. It was seconded by Ms. Kammer. Motion carried.

Ms. Peel presented a Findings of Fact, Conclusions of Law and Final Order in case number COU-2018-14. Ms. Field made a motion to accept the Findings of Fact, Conclusions of Law and Final Order in case number COU-2018-14 and allow the Board Chair to sign on behalf of the Board. It was seconded by Ms. Sweesy. Motion carried.

The Board reviewed the following supervision reports:

COU-2015-3  
COU-2017-6  
COU-2017-18  
COU-2018-1

## **OLD BUSINESS**

The Board reviewed the To Do List and no action was taken.

## **NEW BUSINESS**

### **REVIEW APPLICATION PROCESS**

Mr. Lanzet presented an Excel spreadsheet which would help Board staff and applicants to calculate supervised hours when completing the application to ensure that they meet the criteria for supervised hours. Dr. Crews made a motion to have the Bureau make a similar tool to help applicants calculate supervised hours for the Licensed Professional Counselor license and the Licensed Clinical Professional Counselor license and to provide both spreadsheets on the Board's website and to further implement this tool in the future when online applications become available. It was seconded by Ms. Field. Motion carried.

The Board discussed processing applications for applicants with military status according to Idaho Code §67-9301. Dr. Crews made a motion to have the Chair review completed Licensed Professional Counselor and Licensed Clinical Professional Counselor applications and to have Ms. Kammer review the Licensed Associate Marriage and Family Therapist and Licensed Marriage and Family Therapist applications in between Board meetings. It was seconded by Ms. Sweesy. Motion carried.

### **SAMPLE INTAKE FORM**

Mr. Lanzet discussed having an intake form on the Board's website as a model for licensees. The Board requested the Bureau reach out to the associations for samples of intake forms they are using. Mr. Lanzet made a motion to have Bureau staff request a sample of the intake form from the associations and to have the three associations put a committee together to create a sample format of an intake form along with an informed consent form. It was seconded by Ms. Kammer. Motion carried.

### **IMPAIRED PROFESSIONALS**

The Board discussed impaired professionals and what the Board can do to be more proactive. The Chair will contact the associations and invite them to the next scheduled Board meeting for discussion.

### **CONFERENCE UPDATES AND ATTENDANCE**

Ms. Field made a motion to authorize travel and expenses for two Board members to attend the 2019 State Regulatory Summit for the American Association of State Counseling Boards along with the Center for Credentialing and Education on August 7-9 in Washington DC. The National Board for Certified Counselors will cover the cost of hotel and flight for the two Board representatives. It was seconded by Dr. Crews. Motion carried.

### **EXECUTIVE SESSION**

Ms. Field made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. It was seconded by Dr. Crews. The vote was: Mr. Baughman, aye; Mr. Lanzet, aye; Ms. Field, aye; Ms. Kammer, aye; Ms. Sweesy, aye; and Dr. Crews, aye. Motion carried.

Ms. Field made a motion to come out of executive session. It was seconded by Ms. Kammer. Motion carried.

## **CORRESPONDENCE**

The Board reviewed correspondence from Marie Breton regarding her intern status and supervised hours. The Board directed Bureau staff to extend Ms. Breton's intern permit and have her send in her supervised hours.

The Board reviewed correspondence from Kathleen Weathers regarding suggestions for the Board to make the rules smoother for applicants graduating from out-of-state CACREP accredited schools who only get 700 hours of internship by graduation and have to bridge the gap from 700 hours to 1,000 hours. No action was taken.

The Board reviewed correspondence from Rachel Young regarding companies asking licensees to pay for proof of continuing education attendance. Mr. Lanzet made a motion to direct the Bureau to respond with a letter stating that the Board requires continuing education but does not regulate providers and their fee structure. It was seconded by Ms. Kammer. Motion carried.

The Board reviewed correspondence from Sean Nixon regarding clarification of the requirements for informed consent and confidentiality. The Board's attorney will respond.

The Board reviewed correspondence from Paul Brown regarding proposed rule change 150.01.a. The Board will respond with a letter explaining post graduate courses.

The Board reviewed correspondence from Sandra Armenta regarding the Board offering one on one appointments to review information with applicants. The Board directed the Bureau to respond.

The Board reviewed correspondence from staff at Idaho State University, Boise State University and Northwest Nazarene University regarding statute change of removing the graduate program of 60 semester hours. Ms. Field made a motion to direct Bureau staff to respond inviting faculty and students to the next Board meeting. It was seconded by Mr. Lanzet. Motion carried.

The Board reviewed correspondence from David Kleist asking how the public was notified of proposed laws and rules. Ms. Field made a motion to direct the Bureau to respond with a letter explaining that proposed laws and rules are on the website and licensees are mailed a postcard. It was seconded by Ms. Kammer. Motion carried.

## **ADJOURNMENT**

Mr. Lanzet made a motion to adjourn the meeting at 4:30 PM MDT until 9 AM MDT on June 7. It was seconded by Ms. Sweesy. Motion carried.

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**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 6/7/2019**

**BOARD MEMBERS PRESENT:** Dennis M Baughman, LCPC - Chair  
Sandra Sweesy  
Steven I Lanzet, LCPC, LMFT  
Tami S Kammer, LMFT, LCPC  
Judith Crews, Ph.D.  
Piper Field, LMFT

**BUREAU STAFF:** Kelley Packer, Bureau Chief  
Julie Eavenson, Administrative Support Manager  
Nicholas Krema, General Counsel  
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**EXECUTIVE SESSION**

Dr. Crews made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. It was seconded by Ms. Sweesy. The vote was: Mr. Baughman, aye; Mr. Lanzet, aye; Ms. Field, aye; Ms. Kammer, aye; Ms. Sweesy, aye; and Dr. Crews, aye. Motion carried.

Dr. Crews made a motion to come out of executive session. It was seconded by Ms. Kammer. Motion carried.

**APPLICATIONS**

Ms. Field made a motion to approve the following for licensure:

DILL-GLASSEY BRIANNA MICHELLE	LPC-7360
ELKINS MELISSA SCOTT	LPC-7300
IVANCIC JESSICA TAYLOR	LCPC-7364
KUFFEL MICHAEL P	LCPC-7348
ASTRAMOVICH RANDALL L	LCPC-7310
BROWN REBEKKAH ANNE	LPC-7363
BURT JAZMINE	LPC-7214

DUSKY MAXWELL ARISTAEUS	LPC-7306
EDWARDS JANICE MARIE	LPC-7358
EISENBERG AMANDA	LPC-7288
ERMANN REBECCA	LPC-7260
FORKENBROCK CHRISTY	LPC-7119
FOWLER BEVERLY L	LPC-5685
GALLEGOS MICHELE	LCPC-7289
LAKE HAYLEY NEECE	LPC-7309
LAMB JENNIFER MARIE	LMFT-7180
PATRIDGE ADRIENNE RAE	LPC-7262
POST JAYNIE	LCPC-6727
ROAM ROBERT HAROLD	LMFT-6898
RUDD VIOLET FAYE	LMFT-7390
SANDERS LORI	LMFT-6812
SKOOG SARAH ELIZABETH	LPC-7341
SMITH MEGAN LYNN	LPC-7325
TARR JONATHON YOUNG	LPC-7152
TILLOTSON KAY L.	LPC-7221
WALKER TRAVIS MEDRANO	LPC-7299
WALKER-THORNTON SHARMA LEIGH	LPC-7332

It was seconded by Ms. Kammer. Motion carried.

Mr. Lanzet made a motion to table the following pending receipt of additional information:

901166180  
 901158024  
 901120871  
 901167160  
 901166890  
 901167266  
 901167207  
 901166888  
 901138787  
 901167500  
 901156247  
 901167089  
 901121043  
 901167468  
 901166795  
 901167476  
 901167312  
 901141583  
 901128564  
 901167383

901164182  
901146345  
901167118  
901167032  
901167206  
901167158  
901164492  
901098551  
901167222  
901167463  
901167034

It was seconded by Ms. Field. Motion carried.

Mr. Lanzet made a motion to approve the following pending receipt of additional information:

901166992  
901167451  
901167263  
901167205  
901166991  
901167550  
901166675  
901166993  
901166792  
901166851  
901167318  
901167390

It was seconded by Ms. Sweesy. Motion carried.

**NEXT MEETING** was scheduled for July 25 and 26 at 9:00 AM MDT.

## **ADJOURNMENT**

Ms. Field made a motion to adjourn the meeting at 12:55 PM MDT. It was seconded by Dr. Crews. Motion carried.

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Dennis M Baughman, LCPC, Chair

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Sandra Sweesy

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Steven I Lanzet, LCPC, LMFT

Tami S Kammer, LMFT, LCPC

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Judith Crews, Ph.D.

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Piper Field, LMFT

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Kelley Packer, Bureau Chief